

OFFICE OF THE CHIEF OF POLICE

SPECIAL ORDER NO. 27

November 21, 2000

SUBJECT: GUIDELINES FOR CONDUCTING MOTION PICTURE/TELEVISION FILMING LOCATION AUDITS

PURPOSE: This Order establishes procedure for conducting filming location audits at motion picture/television filming locations and introduces the Entertainment Industry Development Corporation (EIDC). This Order also deactivates the Los Angeles Police Department Motion Picture/Television Filming Location Audit Form, Temporary Form 149; and activates the Los Angeles Police Department Motion Picture/Television Filming Location Audit, Form 1.47.3.

PROCEDURE: It is incumbent upon the Department to conduct audits of filming locations. The audits have a twofold purpose. The first purpose is to ensure that the production companies are in compliance with the conditions and restrictions of their filming permits. The second is to ensure that active and retired police officers are following the rules and regulations listed on the Motion Picture/Television Filming Work Permit, Form 1.47.1.

The EIDC is a semi-private organization established by the City and County of Los Angeles to issue filming permits to production companies involved in commercial filming. The EIDC assists the entertainment industry and the City of Los Angeles in a cooperative atmosphere and offers a wide range of services that include:

- * Coordinating and issuing filming permits for the City of Los Angeles;
- * A 24-hour, 7-day-a-week, ombudsman service to help solve problems and provide assistance to Department personnel; and,

Note: Presently, the EIDC telephone numbers are (323) 957-1000 Monday - Friday between the hours 8 AM to 6 PM or during off-hours at (800) 201-5982. The Department Command Post will maintain the current telephone numbers.

- * Serving as a liaison between local government and the entertainment industry on a broad range of issues including taxes, environmental concerns, and land use.

- I. LOS ANGELES POLICE DEPARTMENT MOTION PICTURE/TELEVISION FILM LOCATION AUDIT, TEMPORARY FORM 149 - DEACTIVATED.**
The Los Angeles Police Department Motion Picture/Television Film Location Audit, Temporary Form 149, is deactivated.
- II. LOS ANGELES POLICE DEPARTMENT MOTION PICTURE/TELEVISION FILMING LOCATION AUDIT, FORM 1.47.3 - ACTIVATED.**
 - A. Use of Form.** This form is used by Department supervisors to audit motion picture/television filming locations within the City of Los Angeles.
 - B. Completion.** This form is self-explanatory and shall be completed and signed by the supervisor conducting the audit.
 - C. Distribution.**
 - 1 - Original forwarded to Uniformed Support Division (USD) after approval by the originating Area commanding officer
 1. - Copy retained by the Area commanding officer for a period of one year

2 - TOTAL

- III. FIELD SUPERVISOR'S RESPONSIBILITY.** Field supervisors should become familiar with the rules and regulations governing filming locations. A supervisor shall take into consideration the various Los Angeles Municipal Code (LAMC) sections, Department policy and procedures that govern off-duty employment at motion picture/television filming locations, and the various California Vehicle Code sections pertaining to vehicle/motorcycle equipment and rules of the road. When auditing a filming location, the supervisor shall:

- * Determine who is in charge of the filming location (usually the location or production manager);
- * Request and review a copy of the filming permit;
- * Ensure that the production company is in compliance with all conditions and restrictions of the permit;
- * If the production company does not possess a current filming permit (violation of LAMC Section 12.22(a)13, Commercial Filming Without a Permit), order the

filming manager to remove the equipment from the location and complete a Complaint Application, Form 5.15, naming the person in charge of the filming location as the violator;

Note: If the person in charge of the filming location states that the production company has a filming permit, but a copy is not at the location, the auditing supervisor may call the EIDC to verify if a filming permit has been issued. Once contacted, the EIDC representative will be able to provide the auditing supervisor with the needed permit information, as well as a copy of the permit if one cannot be obtained from the production company. The person in charge of the filming location shall be advised to maintain a copy of the valid permit at the filming location at all times.

- * If the production company is in violation of any filming permit conditions, the auditing supervisor shall:
 - A. Advise the person in charge of the filming location that the violation(s) must be corrected immediately;
 - B. Ensure that filming ceases until violations such as no filming permit, an activity which poses liability for the City, and/or violations that might be deemed unsafe, are corrected and documented on the audit. Once the violation(s) is corrected, filming may resume; and,
 - C. If sworn and/or retired officers are employed at the filming location and are present, include the officer's name(s), serial number(s), and a telephone number where he/she may be contacted on the audit.
- * If the person in charge refuses or cannot correct the violation(s), order the film crew to immediately remove all filming equipment from the location;
- * Contact the Emergency Operations Section (EOS), USD, and inform them the film company has been ordered to stop filming. Personnel from the EOS will respond to the filming location upon request. If the EOS is closed, EOS personnel may be contacted via the

Department Command Post or the EIDC may be contacted for advice;

- * If an active or retired officer does not meet the criteria listed on the audit, ensure the officer takes immediate action to correct any deficiencies. The audit shall list the officer's name, serial number, and division of assignment for active officers; and name, serial number, home address and telephone/pager number for retired officers; and,
- * Forward the completed audit to the Area watch commander.

IV. AREA WATCH COMMANDER'S RESPONSIBILITY. The Area watch commander shall:

- * Become familiar with the rules and regulations governing filming locations, LAMC sections, and pertinent Department procedures;
- * Remain aware of filming locations within the Area, note any crowd or traffic problems, and require a supervisor to respond to any complaints of violations;
- * Ensure that a field supervisor is dispatched to conduct periodic audits, particularly when there is reasonable cause to believe there is a violation;
- * Ensure that the field supervisor has correctly noted any violations of the filming permit rules and regulations, applicable LAMC sections, and Department policy, and that appropriate action had been taken;

Note: Retired or active officers who fail to comply with the rules and regulations of their Motion Picture/Television Filming Work Permit, Form 1.47.1, may be subject to suspension or revocation of their Motion Picture/Television Filming Work Permit. Active officers may also be subject to disciplinary action by the Department.

- * Review and approve the completed audit;
- * Make an entry in the Watch Commander's Daily Report (Form 15.80), briefly explaining the outcome of the audit, especially noting any violations observed and/or corrective action taken; and,
- * Attach the completed audit to the Watch Commander's Daily Report and forward to the Area commanding officer.

V. AREA COMMANDING OFFICER'S RESPONSIBILITY. Upon receiving an audit, the Area Commanding officer shall review the completed audit, identify non-compliance with rules and regulations, and take appropriate action. The audit shall then be forwarded to USD.

VI. UNIFORMED SUPPORT DIVISION RESPONSIBILITY. The Commanding Officer, USD, shall:

- * Ensure personnel from the EOS respond to the film location upon request by the auditing supervisor;
- * Receive all requests for filming permits within the City from the EIDC;
- * Approve or disapprove each permit submitted;
- * Identify filming locations that should be subject to an audit by Area supervisors;
- * If necessary, request an audit via an Intradepartmental Correspondence, Form 15.2, to the Area commanding officer in which the filming is to take place;
- * Maintain files on all completed audits; and,
- * Ensure the Department's central repository of information regarding filming locations on public property is maintained.

FORM AVAILABILITY: A copy of the Filming Location Audit, Form 1.47.3, is attached and shall be duplicated as needed. The form will be available for ordering from Supply Section in approximately 90 days.

AMENDMENTS: This Order amends Section 2/632.20, and adds Sections 3/743 and 5/1.47.3 to the Department Manual.

AUDIT RESPONSIBILITY: The Commanding Officer, Uniformed Services Group, shall monitor compliance with this directive in accordance with the Department Manual Section 0/080.30.



BERNARD C. PARKS
Chief of Police

Attachment

DISTRIBUTION "A"

LOS ANGELES POLICE DEPARTMENT
MOTION PICTURE/TELEVISION
FILMING LOCATION AUDIT

DATE/TIME _____

FILM COMPANY: _____	PERMIT NO. _____
LOCATION OR PRODUCTION MGR'S NAME: _____	
LOCATION: _____	RD

Entertainment Industry Development Corporation (EIDC) is a Department resource that can help resolve problems and provide assistance to Los Angeles Police Department personnel regarding issues involving the filming permit. An EIDC representative can be reached at (323) 957-1000, Monday-Friday, between the hours of 8 a.m. to 6 p.m. or during off-hours at (800) 201-5982.

DATES OF FILMING: _____				
TYPE OF FILM: (Please Check One or More)				
T.V. <input type="checkbox"/>	Motion Picture <input type="checkbox"/>	Student <input type="checkbox"/>	Commercial <input type="checkbox"/>	Education/Industrial <input type="checkbox"/>
Other: _____				
DESCRIPTION OF FILMING: (Please Check One or More)				
Interior Dialogue <input type="checkbox"/>	Exterior Dialogue <input type="checkbox"/>	Running Shot <input type="checkbox"/>	Camera in Street <input type="checkbox"/>	Camera on Sidewalk <input type="checkbox"/>
Drive Up/Away <input type="checkbox"/>	Shots Fired <input type="checkbox"/>	Vehicle Chase/Crash <input type="checkbox"/>	Fight Scene <input type="checkbox"/>	Scenes Involving Police Action <input type="checkbox"/>
Explosions <input type="checkbox"/>	Pyrotechnics <input type="checkbox"/>	Other: _____		

AUDIT BOTH THE FILM COMPANY AND THE OFFICERS WORKING THE FILMING LOCATION. IT IS USUALLY BEST TO OBSERVE THE FILM COMPANY FOR A FEW MINUTES BEFORE BEGINNING THE AUDIT. INSPECT THE FILM PERMIT AND ENSURE COMPLIANCE. REVIEW THE ENTIRE FILMING PERMIT, THE STREET/LANE CLOSURE PERMIT, AND ANY RIDERS. FACTORS TO BE CONSIDERED SHOULD INCLUDE, BUT NOT BE LIMITED TO:

1. Are there violations of start and finish times?	Yes	No
2. Is the film company filming outside the permitted area?	Yes	No
3. Are private cars illegally parked or parked against permit instructions?	Yes	No
4. Are filming trucks or equipment blocking pedestrian/vehicular traffic (except where permitted)?	Yes	No
5. Are non-permitted traffic lanes being blocked?	Yes	No
6. Are any unusually long traffic delays occurring?	Yes	No
7. Are there any adverse effects on the community as a result of the filming? Include statements from community members.	Yes	No
8. Are there deviations from the number of police officers required by the permit?	Yes	No
9. Is anyone other than an active or retired police officer conducting traffic control?	Yes	No
10. Are private security guards being used?	Yes	No
11. Are there any unusual conditions at or near the filming? If yes, discuss what they are, how they affect the location, and how they are being handled.	Yes	No

Any violations should be noted on the back of this Audit, including any corrective action taken.

NUMBER OF OFFICERS ON LOCATION WORKING FOR FILM COMPANY		
LOS ANGELES POLICE OFFICERS EMPLOYED AT THE FILMING LOCATION	ACTIVE/RETIRIED	OTHER (NON-LAPD)
1. SUPERVISOR (E.G. COORDINATOR, GAFFER)	_____/____	1. PRIVATE SECURITY OFFICERS AT SCENE 2. SECURITY COMPANY NAME, ADDRESS, CITY, ZIP CODE, TELEPHONE NUMBER _____ _____ _____
2. MOTOR OFFICER	_____/____	3. SECURITY COMPANY/ON SCENE SUPERVISOR'S NAME _____
3. NON-MOTOR OFFICER	_____/____	
TOTAL	_____/____	

MOTION PICTURE / TELEVISION FILMING LOCATION AUDIT

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Answer each question below. Explain any "no" answers (use Form 15.9 Continuation Sheet if additional space is needed).

1.	Are all officers, who are employed by the filming company, in possession of:		
	A. Valid Motion Picture Television Filming Work Permit I.D. Card?	Yes	No
	B. Los Angeles Police Department I.D. Card (active or retired type)?	Yes	No
	C. Valid California Driver License (motorcycle endorsement if applicable)	Yes	No
2.	Was the Communications Division watch commander and the Area watch commander notified of special effects taking place?	Yes	No
	A. Who performed the notification? _____		
	B. Name of Communications Division watch commander: _____		
	C. Name of Area watch commander: _____		
3.	Are all officers adhering to the Department's uniform and equipment dress code?	Yes	No
4.	Are officers complying with Department policies, rules and regulations regarding conduct and demeanor?	Yes	No
5.	Are all officers wearing authorized badges (either retired or active LAPD)?	Yes	No
6.	Are motorcycles used by officers in compliance with the California Vehicle Code (i.e., proof of insurance, no emergency red or blue lights, has license plates)?	Yes	No
7.	Are only privately owned vehicles, equipment or supplies being used (i.e., ASTROs)?	Yes	No
8.	Is officer deployment at the location appropriate for the type of filming?	Yes	No
9.	Has a complaint application been filed?	Yes	No

NOTE: Upon receiving an audit, the Area Commanding officer shall review the completed audit, identify non-compliance with rules and regulations, and take appropriate action. The audit shall then be forwarded to Uniformed Support Division. Any activity which poses liability for the City of Los Angeles, or is a violation of any State or local law, shall be immediately resolved at the scene. An on-duty auditing supervisor may close down the filming location if aggravated circumstances exist and immediate action is necessary, and/or the film company refuses to comply with the orders or conditions of the filming permit. Prior to closing down the filming location, the auditing supervisor shall contact a representative of the Entertainment Industry Development Corporation (EIDC) at (323) 957-1000 or during off-hours at (800) 201-5982 for advice. Supervisors shall obtain the name(s) and serial number(s) of all active and/or retired officers who are employed and working at the filming location. This information shall be reflected in the narrative portion of the audit.

Supervisor Conducting Audit	Serial Number	Watch Commander Approving	Serial Number
Area Commanding Officer Reviewing	Date	Emergency Operations Section Reviewing	Date